



Host Club Competition Guide and Intake Process Package

Step 1: Welcome!

Welcome to the AWA Host Club Competition Guide and Intake Process Document. The purpose of this document is to serve as a guideline for AWA Affiliate Clubs interested in submitting an expression of interest to host an AWA-sanctioned competition. Please review this document in its entirety.

There are three AWA Competition Categories:

1. **Category 1:** Provincial Championships (Junior, Senior, Masters Provincials)
2. **Category 2:** Annual Signature Club-Hosted Opens
3. **Category 3:** Minor Club-Hosted Event

Once you've reviewed this document, if you are interested in Category 2, please request a preliminary expression of interest meeting to president@albertaweightlifting.com and vp@albertaweightlifting.com **BEFORE** you complete and submit your intake form. We will work with you to support the vision for your competition within the context of the overall competition calendar to ensure opportunity for participation is leveraged to the best of everyone's ability.

Step 2: Review Guiding Reference Chart

The following reference chart provides a summary of responsibilities and actions Host Clubs should anticipate and be prepared to operationalize, in collaboration with AWA. It is not an exhaustive list but works to capture major actions between the Host Club and AWA.

	Category 1	Category 2	Category 3
GENERAL			
Intake Term	Annual AWA EOI schedule	Two (2) seasons at a time	Min 4 weeks prior to event
Intake Schedule	Per AWA Schedule	Preferred: Q1/2 in the prior season Minimum: 12 weeks out from target event date	Submit to AWA 4 weeks prior to the event date.
Event Fee	Set by Host Club or AWA * Late Reg Fee (optional)	Set by Host Club * Late Reg Fee (optional)	Set by Host Club * Late Reg Fee (optional)
AWA Processing Fee	\$35 per entry (deducted from Event Fee)	\$35 per entry (deducted from Event Fee)	\$15 per entry (deducted from Event Fee)
Competition Regulation	Set by AWA	Developed by Host Club/Competition Director Approved by AWA	Developed by Host Club/Competition Director Approved by AWA
Min Athlete Qualifying Standard	Up to National+ level	Up to National level	Up to Provincial level (allowable as a Jr/Sr Provincial qualification)



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			provided event is inside the qualifying period)
Minimum Technical Officials Standards	<ul style="list-style-type: none"> TO4 or higher Jury for all sessions 	<ul style="list-style-type: none"> TO4 or higher Strive for Jury for all sessions. Priority will be given to sessions needed for evaluations, qualifiers and/or records 	<ul style="list-style-type: none"> TOT or higher, with a minimum 1 TO4
Minimum Volunteer Standards	<ul style="list-style-type: none"> 1 Event Director 1 Competition Director 3-4 Loaders per session 4-8 Volunteers for set-up and tear-down 		<ul style="list-style-type: none"> 1 Event/Competition Director 2 Loaders per session
Minimum Competition Equipment Standards	<ul style="list-style-type: none"> FOP Competition Equipment provided by AWA Warm-up equipment is provided by Host Club to the ratio of 1 warm-up platform per 2 athletes in each session 		FOP Competition Equipment is provided by Host Club. Must be 15/20kg barbell, kg plates with identifiable markings for referee/TO verification of weight, minimum 8'x8' competition platform size
Minimum Venue Standards	<ul style="list-style-type: none"> area free of obstruction for the competition field-of-play 1 room designated for weigh-in 1 room designated for officials and volunteers 1 room designated for doping-control testing, if required Internet connection via wired or wifi 		Area free of obstruction for competition field-of-play with 1 warm-up platform per 3 athletes in each session

DIVISION OF ROLES AND RESPONSIBILITIES

	Category 1	Category 2	Category 3
Host Club	<p>Adheres to the Competition Regulation, as issued by AWA</p> <p>Supplies, assigns and executes all duties under the roles and responsibilities of:</p> <ul style="list-style-type: none"> Event Coordinator Competition Secretary Competition Director <p><i>*Please review the job duties of the above three positions.</i></p>	<p>Develops Competition Regulation for AWA review and approval</p> <p>Supplies, assigns and executes all duties under the roles and responsibilities of:</p> <ul style="list-style-type: none"> Event Coordinator Competition Secretary Competition Director <p><i>*Please review the job duties of the above three positions.</i></p> <p>Share efforts to promote your competition, in collaboration with AWA.</p>	<p>Develops Competition Regulation for AWA review and approval</p> <p>Executes all duties under the roles and responsibilities of Competition Director, Competition Secretary and Event Coordinator</p> <p>Supply competition equipment</p>



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	Meet target timelines as outlined in the competition regulation schedule.	Meet target timelines as collaboratively agreed to	
AWA	<p>Registration Platform</p> <ul style="list-style-type: none"> Provides event registration platform <p>Standard of Excellence</p> <ul style="list-style-type: none"> Overseas and ensures standards of events are met Provide field-of-play competition equipment VP Technical or delegate Board member may be onsite (in partial or entirety) for set-up and tear-down to serve as oversight Advisor <p>Communications and Promotion</p> <ul style="list-style-type: none"> Promotes competition on AWA website and social platforms <p>Advise, Train and Support</p> <ul style="list-style-type: none"> Support the Host Club and Competition Director, as requested or deemed necessary Supports the Host Club and Competition Director with securing technical officials, as requested and needed <p>Approvals</p> <ul style="list-style-type: none"> Final approval of the event Start List Final approval of the event Technical Official Schedule <p>Other</p> <ul style="list-style-type: none"> Provide a copy of PSO Liability Insurance for the competition 		<p>Registration Platform</p> <ul style="list-style-type: none"> Provides event registration platform <p>Advise, Train and Support</p> <ul style="list-style-type: none"> Support the Host Club and Competition Director, as requested or deemed necessary

STEP 3: REVIEW JOB DUTIES

EVENT COORDINATOR

The Event Coordinator is responsible for securing, coordinating and managing all logistics related to the moment athletes, coaches, technical officials and spectators enter the competition facility from the beginning of the competition through to the close of the competition. The event experience you would like event registrants and spectators to have is for you to create. We encourage our Affiliate Clubs to have fun with this to make it your own!

Pre-Competition duties for the Event Coordinator include the following:

- Secure venue and coordinate and manage any required paperwork with the facility (booking contract, deposit payment, etc).
- Secure any and all equipment not provided by the AWA competition equipment trailer, or as part of what AWA provides (see above)
- Secure a driver to transport the AWA Competition Trailer to and from AWA's storage yard and coordinate with AWA VP Technical, as per [AWA's Competition Equipment Transportation Reimbursement Policy](#)
- Secure, coordinate and schedule required volunteers to ensure a smooth running event including adjudicating technical officials and volunteers such as loaders and set-up/tear-down crews. This includes



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coordinating and liaison with AWA Technical Official Chair, VP Technical and/or President as required with Technical Official requirements, as per the approval Competition Regulation

- Secure and coordinate refreshments and catering for technical officials and volunteers
- Secure best lifter prizing packages, as desired or outlined in the competition regulation
- Secure and coordinate any other event collaterals, as the Host Club wishes to (ex: Host-club branded banners, thank-you swag for volunteers, Host-Club apparel for purchase, etc)
- Determine and manage your event budget

At **Competition** duties for the Event Coordinator include the following:

- Is point-of-contact during the entirety of the event ensuring event logistics and any needs that may arise are mitigated and managed effectively
- Live posting on AWA's Instagram platform (access will be given)

COMPETITION DIRECTOR (and COMPETITION SECRETARY)

While these are formally two separate positions or can be assigned to two different individuals under IWF, for AWA-sanctioned events and based on our current membership and community size, the duties under each of these roles tends to be served under the Competition Director. **The Competition Director is in control of the entire competition and attends to their task in close cooperation with the Jury and the Technical Delegate (if appointed). Think of yourself as the Producer or Conductor of the entire competition.**

Pre-Competition duties for the Competition Director include the following:

- Develop the competition regulation for AWA review and approval
- Download and familiarize yourself with AWA's OWLCMS software
- Build the competition in OWLCMS, for review and approval by Technical Official Chair and VP Technical. This includes generating any and all of the various competition materials such as preliminary and final start list, athlete cards, accreditation package, jury sheets, etc.
- Liaison with AWA Registrar to ensure any required verifications are completed and in compliance with Coach and Technical Official requirements
- Oversee and coordinate with your Event Coordinator's volunteer schedule
- Serve as direct point-of-contact with registrants including:
 - distributing the preliminary start list
 - receive any weight class changes before finalizing and sending out the final start list
 - distributing the Technical Official and volunteer schedules
 - respond to registrant inquiries, as required
- Coordinate and schedule Technical Meeting with Coaches and Officials (if required or stated in competition regulation)

At **Competition** duties for the Competition Director duties include:

- Be onsite to manage set-up and tear-down volunteer crews
- Be the first point-of-contact to manage technical troubleshooting issues with OWLCMS
- Ensure all necessary accreditation procedures are in hand
- Ensure technical officials know their assignments and schedule, including managing any potential shifting of schedules or assignments in real-time to react to the unforeseen
- Brief loaders prior to each session
- Supervise the registration of new records set throughout the event
- Communicate with testing candidates, if and when this is required

Post-Competition duties for the Competition Director duties include:

- Develop final results package and submit to AWA for verification and posting



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- Advise AWA of inventory supplies from the competition trailer that is in need of restocking

ATTRIBUTES AND SKILL SETS

Desirable attributes of all three positions outlined above include the following:

- Social Intelligence: ability to work with a diverse range of people
- Flexibility: being adaptable to the dynamic nature of events
- Organization Skills: detailed oriented, multi-tasker and organized
- Passion: Genuine enthusiasm to overcome challenges and stay creative
- Communications Skills: Clear, respectful and effective communicator
- Calmness: ability to maintain composure under pressure to react and respond to the unforeseen
- Resourcefulness: creative problem-solving skills to handle unexpected challenges

Strongly recommended skill sets of the Competition Director includes the following:

- Proficient computer skills particularly with MS Office-based software
- Social media savvy with AWA platforms
- Is a Technical Official and/or certified NCCP Coach

STEP 4: COMPLETE CHECKLIST ASSESSMENT

The following is a checklist to help Affiliate Clubs assess if they are ready to host an event! The more you can check “yes”, the more you are ready to host! However, where you are unsure if you are, or have apprehension about, we encourage you to reach out to us. We want our Affiliate Clubs to have successful events and we will work with you to advise, support and guide you along the way.

Yes	No	Checklist Question	Notes to ask AWA
		Am I an AWA Affiliate Club member?	
		Do I have members from my Club who have the recommended attributes and skill sets required for the Event Coordinator and Competition Director positions?	
		Do I have enough members from my Club who I could assign to each of these roles (2 people)?	
		If I do not have 2 individuals to assign to each of these roles, am I confident in the ability of the individual who will serve as Competition Director?	
		If the individual I am considering to assign as my event's Competition Director is their first time serving this role: <ul style="list-style-type: none"> o Do they possess the desired attributes and skill sets recommended? o Are they a technical official or NCCP coach? o If they will also be competing as an athlete at my event, do I know who would or could be my Assistant Competition Director during their session? 	



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	Does my Competition Director have: <ul style="list-style-type: none"> o Assess to a computer or laptop? o Assess to a printer? 	
	Have I confirmed availability from my Competition Director that they will be available to be onsite to actively direct and manage set-up and tear-down to completion?	
	As Head Coach of my club, will I be able to make myself available to assist with my event set-up and tear-down to completion?	
	Does the venue facility I am thinking of for my event meet the minimum venue requirement items?	
	Do I have technical officials at my own Club?	
	If I don't have many technical officials at my own Club, will hosting a meet give us an opportunity to help grow this capacity in our community? Do I know of members from my own Club who are considering or interested in becoming a technical official?	

STEP 5: COMPLETE INTAKE FORM

If you've made it this far, good chances are you are ready to submit your intake form! In addition to any notes you may have captured in the above assessment checklist tool, filling in some of the key items below will help inform our kick-off meeting with you.

Please check off which category you are submitting for:

	Category 1: Provincial Championships (Junior, Senior, Masters Provincials)
	Category 2: Annual Signature Club-Hosted Opens
	Category 3: Minor Club-Hosted Event

Competition Information		Key Dates	
Host Club		Competition Regulations Set	
Competition Name		Open Registration	
Venue Name		Close Registration	
Venue Street Address		Competition	
Venue City/Postal Code		Release of Results	

Organizing Committee
AWA Affiliate Club



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Role	Name	Email / Phone
Club Head Coach (Club)		
Event Coordinator (Club)		
Competition Secretary (Club)		
Competition Director (Club)		
AWA		
AWA President	Alana Yim	president@albertaweightlifting.com
AWA VP Technical	Jordan Browne	vpotech@albertaweightlifting.com
AWA Technical Official Chair	Lu Dong	TOChair@albertaweightlifting.com
AWA Registrar	Michel Tao	registrar@albertaweightlifting.com

Event Details	
Athlete Participants	
Maximum Athlete #	
Eligible Age Categories	___ Youth/Junior ___ Senior ___ Masters ___ Open
Awards	Please check all that apply: <input type="checkbox"/> We will be awarding medals for each weight class <input type="checkbox"/> We will be providing our own medals. <input type="checkbox"/> We want to use AWA medals. <input type="checkbox"/> We will have best lifter award prize packages. <input type="checkbox"/> We will have Team Awards. <input type="checkbox"/> Other: _____
Qualifying Standard	